



KEMENTERIAN PERDAGANGAN DALAM NEGERI  
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA

# e-COMTRAC

## SISTEM PENDAFTARAN LATIHAN DALAM TALIAN



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## WELCOME TO SSM4U PORTAL

To be a top tier **Corporate Registry** and **Regulatory Authority**.

[REGISTER NOW!](#)

[VIEW SERVICES](#) →



# COMTRAC

Companies Commission of Malaysia  
Training Academy

Explore our courses and sign up now

[Register Now](#)



1.



STEP 1  
Find Your Training  
Programme

2.



STEP 2  
Enrol

3.



STEP 3  
Learn & Enjoy

# Kandungan

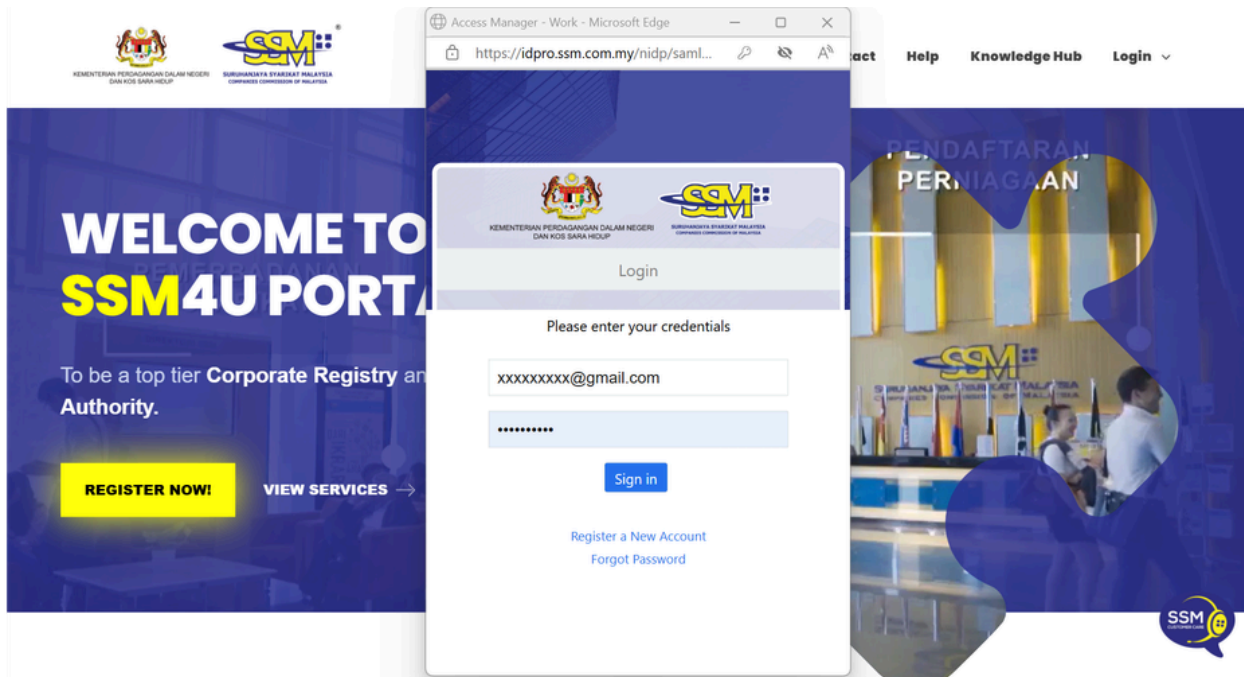
## Cara Mendaftar Program Latihan Korporat SSM Melalui SSM4U (Sistem e-COMTRAC)

Log masuk ke SSM4U	1-2
Pendaftaran Program Latihan Korporat SSM	3-9
Muat turun Slip Pengesahan Latihan	10
Lihat/Cetak Resit Rasmi	11-12
Pendaftaran Akaun bagi Pengguna MyKAD, MyPR, MyKAS dan MyTentera	13
Pendaftaran Akaun bagi Pengguna Bukan Warganegara	14
Lupa Kata Laluan	15
Kemaskini Maklumat Profil	16
Tukar Kata Laluan	17

# Log Masuk ke SSM4U

Nota: Pendaftaran bagi program latihan **tidak memerlukan pengaktifan ID.**

- 01 Layari <https://www.ssm4u.com.my/> dan klik 'Login'.
- 02 Masukkan alamat e-mel dan kata laluan yang telah didaftarkan.



- 03 Klik 'Sign In'.
- 04 Status 'Unverified' atau 'Verified' akan dipaparkan sekiranya pengguna tidak mengaktifkan akaun atau telah mengaktifkannya, seperti imej di bawah:



# Log Masuk ke SSM4U

07

Pengguna berstatus '*unverified*' hanya boleh mengakses perkhidmatan bukan teras, seperti:

- e-COMTRAC;
- XCESS;
- DCTC Reader & Checker;
- e-Search;
- e-Compound;
- e-Query; dan
- Striking Off

08

Manakala pengguna berstatus '*Verified*' boleh mengakses perkhidmatan teras dan bukan teras, seperti berikut:

a) Perkhidmatan teras:

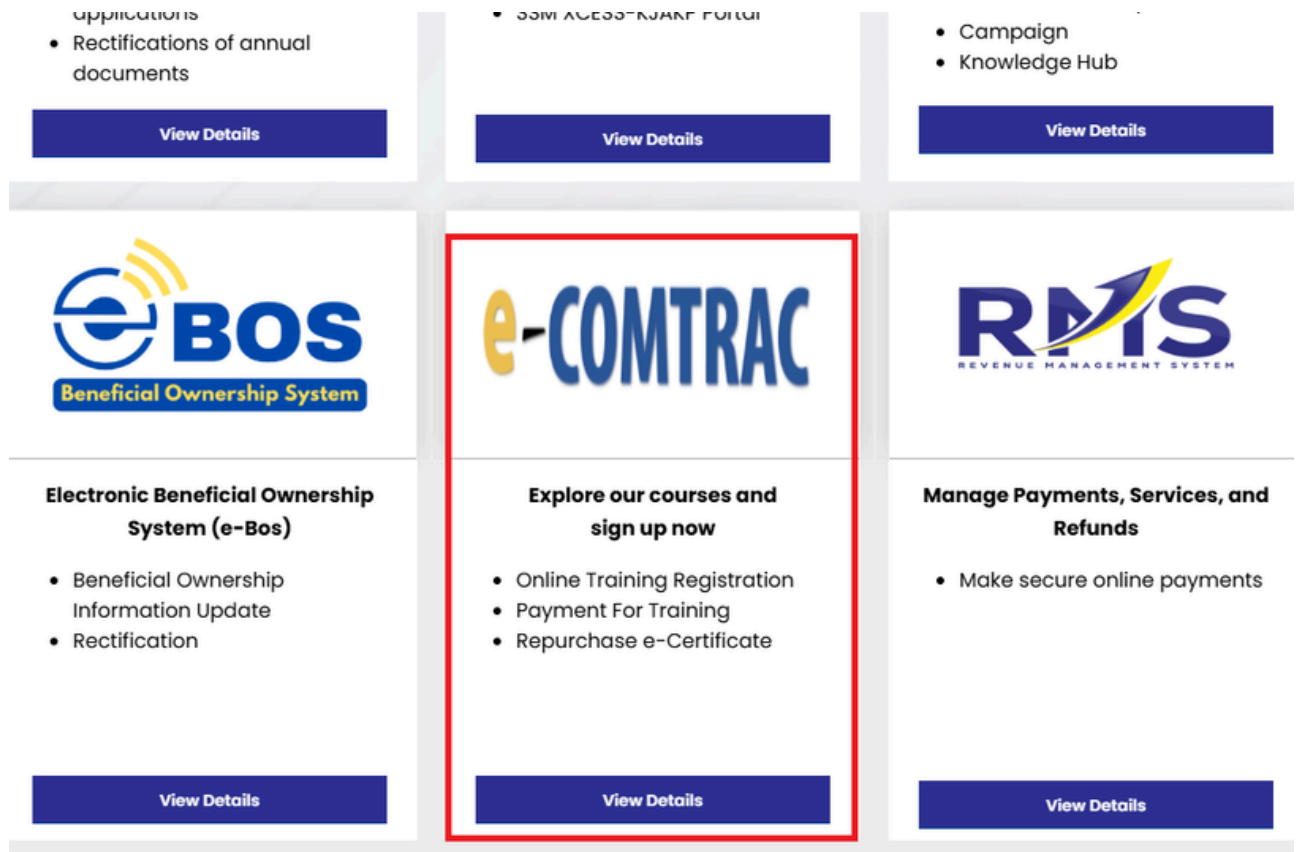
- MBRS;
- MyLLP; dan
- e-BOS;

b) Perkhidmatan bukan teras:

- e-COMTRAC;
- XCESS;
- DCTC Reader & Checker;
- e-Search;
- e-Compound;
- e-Query; dan
- Status 308/550

# Pendaftaran Program Latihan Korporat SSM

01 Pilih e-COMTRAC di halaman utama SSM4U dan klik 'View Details'.



02 Pengguna akan diarahkan ke halaman e-COMTRAC.



03

Klik 'View All' untuk melihat senarai latihan.

**Upcoming Training Programme**

**MBRS 2.0 MALAYSIAN BUSINESS REPORTING SYSTEM**  
Olivia Brownsa, Michael Davis  
14 remain seat  
RM 400.0

**CEP CONTINUING EDUCATION PROGRAMME**  
2 remain seat  
RM 0.0

**CEP CONTINUING EDUCATION PROGRAMME**  
2 remain seat  
RM 100.0

**VIEW ALL**

04

Pengguna boleh tapis senarai program berdasarkan kategori, nama latihan, tempat latihan dan tarikh.

**Find Your Training**

Training Category: --Please Select--

Training Name:

Training Venue:

Date From:

Date To:

**Search**

**CEP CONTINUING EDUCATION PROGRAMME**  
CORPORATE TALK : SESSION 1  
CP-001/21/CT/WEB  
31 Jul 2024-30 Dec 2050  
8.00 AM-5.00 PM  
29 remain seat  
RM 0.0

**MBRS 2.0 MALAYSIAN BUSINESS REPORTING SYSTEM**

# Pendaftaran Program Latihan Korporat SSM

05

Pilih latihan yang ingin disertai. Pengguna boleh menyemak butiran di bawah bagi mendaftar program latihan korporat.


(a) 'available seat' ;



(b) 'training brochure' ; dan

(c) 'add participant'

Description	
Training Code CP-003/24/TEST/WEB	Training Start Time 10:00AM
Training Name TESTING UAT V2	Training End Time 11:00AM
Training Date 31/01/2025 - 31/01/2025	CPE Point 1
Registration Closing Date 30/01/2025	Training Venue WEBINAR
Course Fee - Standard RM 150	Course Fee - Licensed Secretary and Members of Prescribed Bodies RM 100
Speakers	

(a) Available Seat  
19 seat(s)  
left

(b) Training Brochure  


(c)  
 

06

Seterusnya, masukkan 'participant information' dan klik butang 'Submit'. Sila pastikan semua maklumat yang bertanda \* diisi dengan lengkap.

Participant Information ×

IC No\*

Date of Birth\*\*

Name\*

Mobile No\*      Phone No.\*      Email\*  
           

Designation\*      Occupation\*      Company\*  
 --Please Select--           

Gender\*  
 FEMALE  MALE

Fee Type\*  
 License Secretary  Member of Prescribed Body  Standard

Fee

# Pendaftaran Program Latihan Korporat SSM

07

Selepas mengklik butang 'submit', anda akan dapat melihat butiran peserta. Sila semak butiran tersebut dengan teliti dan klik butang 'submit payment'

The screenshot displays a web interface with a table of entries and a payment method section. The table has columns for 'Bil', 'Name', 'IC No', 'Amount', and 'Action'. A single entry is shown with a 'Submit Payment' button highlighted by a red box and a red arrow pointing to it.

Bil	Name	IC No	Amount	Action
1	XXXXXXXX	XXXXXXXX	150.0	

Showing 1 to 1 of 1 entries

Previous 1 Next

**Payment Method**

Online Payment  LPO Payment

**Submit Payment** ←

Nota:

- Sila hantar permohonan dalam tempoh **15 minit**. Sekiranya gagal berbuat demikian, sistem akan membatalkan transaksi secara automatik dan tempat akan dilepaskan kepada peserta lain.
- Pendaftaran menggunakan **pesanan tempatan (LPO)** hanya terpakai untuk Agensi Kerajaan sahaja. Sila lampirkan LPO sebagai dokumen sokongan. Permohonan ini tertakluk kepada kelulusan pegawai SSM.

# Pendaftaran Program Latihan Korporat SSM

08 Semak butiran pembayaran dan klik butang 'Pay Online' untuk meneruskan pembayaran.

**Payment Page** 18 December 2024 | 15 : 48 : 42

Payment Details


Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
CP-003/24/TEST/WEB - Special Fee (NOR FAKHIRA (921217896789))	1	150.00	0.00	150.00
<b>Total (RM):</b>		<b>150.00</b>	<b>0.00</b>	<b>150.00</b>

**Total Amount (RM): 150.00**

Name\* **(a)**

NRIC No. / MyCoID No. / Business Registration No. / LLP No.\* **(b)**

Address\* **(c)**

**PAY ONLINE** 

Nota: Bagi tujuan pengemukakan tuntutan kepada HRD Corp, sila pastikan nama dan maklumat syarikat diisi pada bahagian (a), (b) dan (c), dan bukannya nama individu.

# Pendaftaran Program Latihan Korporat SSM

09

Sila pilih kaedah pembayaran pilihan dan klik butang 'Submit Payment'.

Time Remaining : 08 Minutes 45 Seconds

\$ Payment Details

Order ID CP2024121800001  
Payment ID TXS2024121800001  
Payment for SSM ECOMTRAC Payment  
Total MYR 150.00

Pay with Credit or Debit Card

Other Payment Methods

Credit or Debit Card

Cardholder Name Name appears on your card

Card Number

Card Types VISA

Expiration Date MM / YYYY

CW CW2

Submit Payment

MY (MYR 150.00)

FPX

Retail Internet Banking

Corporate Internet Banking

Select Bank

By clicking on the "Proceed" button below, you agree to [FPX's Terms Conditions](#)

Proceed

10

Sekiranya pembayaran berjaya dilakukan, resit invois akan memaparkan maklumat seperti berikut:

INVOICE 19 December 2024 | 10 : 49 : 09

OFFICIAL RECEIPT SAMPLE

SURUHANJAYA SYARIKAT MALAYSIA  
MENARA SSM@SENTRAL, No 7 Jalan Stesen Sentral 5 Kuala Lumpur Sentral, 50623 Kuala Lumpur.  
Tel: +603 2299 4400 Email: enquiry@ssm.com.my Website: www.ssm.com.my

XXXXXXXXXX

Receipt No : RX20241219000001  
Reference No. : CP20241219000001  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : TXS20241219000001  
Payment Date : 19/12/2024 10:46:06 AM

NO.	DESCRIPTION	AMOUNT (RM)
1	CP-003/24/TEST/WEB - Special Fee	150.00
Total		150.00
Amount Received		150.00

PRINT

'Perniagaan anda bermula di SSM'  
this computer print does not require a signature

# Pendaftaran Program Latihan Korporat SSM

11

Selepas transaksi berjaya, pemberitahuan e-mel akan dihantar kepada pemohon dan peserta.

## a) Pemberitahuan Pembayaran

Dear **XXXXXXXXXX**

Your payment of **MYR 300.00** to **PRODUK PORTAL SSM** has confirmed, thank you for making payment using eGHL payment services.

### Payment Receipt **SAMPLE**

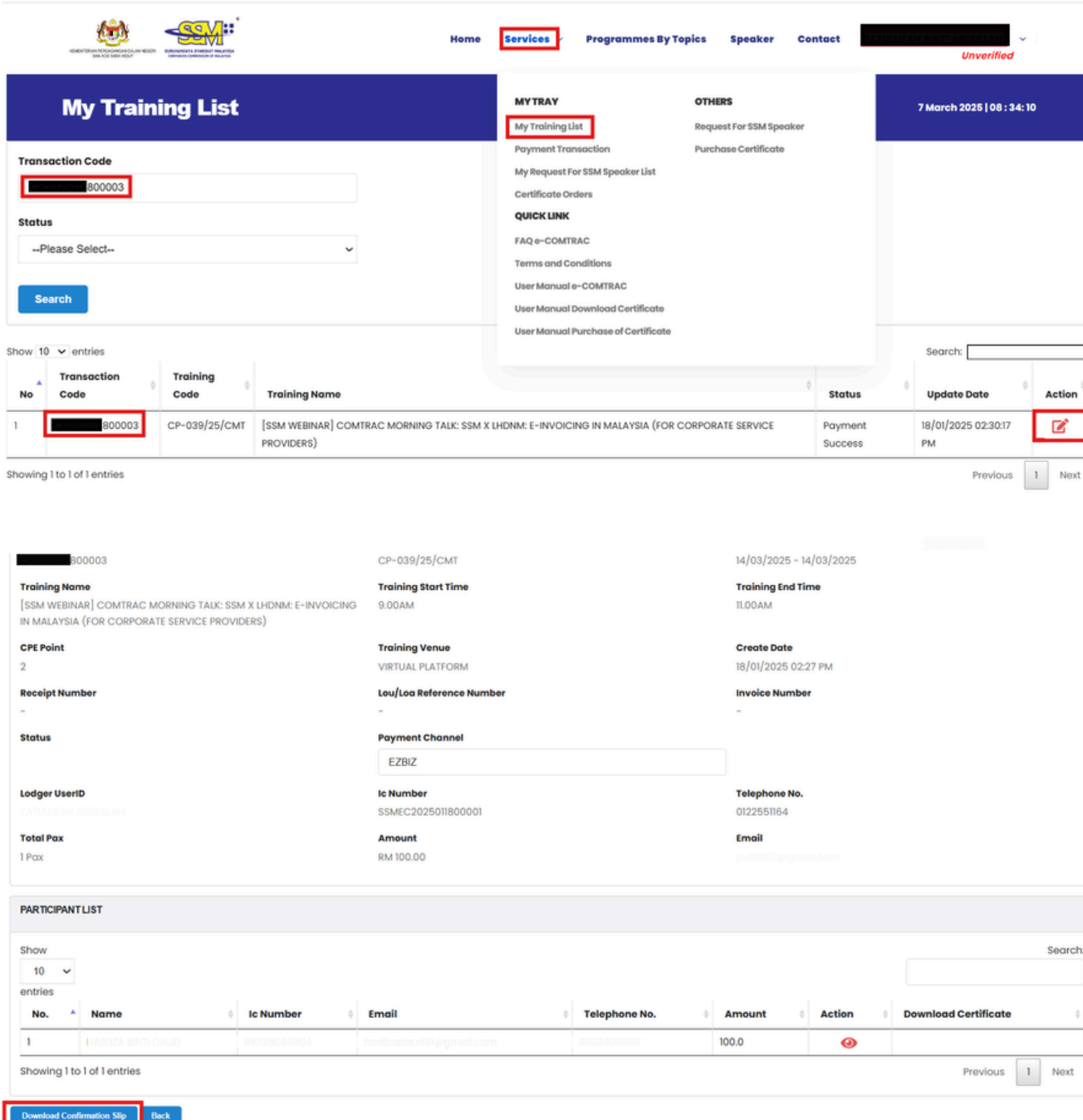
Transaction Date	:	26 Nov 2024 12:57:16 PM
Merchant Name	:	
Merchant Txn ID	:	TXS2024112600002
Order Number	:	CP2024112600003
Product Description	:	SSM ECOMTRAC Payment
Payment Method	:	
eGHL Txn ID	:	
<b>Amount</b>	:	<b>MYR 300.00</b>

Please do not reply to this email. This mailbox is not monitored and you will not receive a response.

# Muat Turun Slip Pengesahan Latihan

12

Pengguna boleh melihat permohonan dan memuat turun slip pengesahan latihan di *Services > My Training List > Action*  Muat Turun Slip Pengesahan.



The screenshot displays the SSM My Training List interface. At the top, there are navigation links: Home, **Services**, Programmes By Topics, Speaker, and Contact. The user is logged in as 'Unverified' on 7 March 2025 at 08:34:10. The main heading is 'My Training List'. Below this, there are search filters for Transaction Code (800003) and Status (--Please Select--). A search button is present. A dropdown menu is open, showing options under 'MY TRAY' (My Training List, Payment Transaction, My Request For SSM Speaker List, Certificate Orders) and 'QUICK LINK' (FAQ e-COMTRAC, Terms and Conditions, User Manual e-COMTRAC, User Manual Download Certificate, User Manual Purchase of Certificate). Below the search filters is a table with columns: No, Transaction Code, Training Code, Training Name, Status, Update Date, and Action. One entry is shown with Transaction Code 800003, Training Code CP-039/25/CMT, and Training Name [SSM WEBINAR] COMTRAC MORNING TALK: SSM X LHDNM: E-INVOICING IN MALAYSIA (FOR CORPORATE SERVICE PROVIDERS). The status is Payment Success and the update date is 18/01/2025 02:30:17 PM. An action icon (download) is visible in the Action column. Below the table, it says 'Showing 1 to 1 of 1 entries'. A detailed view of the training entry follows, showing fields like Training Name, Training Start Time (9.00AM), Training End Time (11.00AM), CPE Point (2), Training Venue (VIRTUAL PLATFORM), Create Date (18/01/2025 02:27 PM), Receipt Number (-), Lou/Loa Reference Number (-), Invoice Number (-), Status, Payment Channel (EZBIZ), Lodger UserID (24182025011800001), Ic Number (SSMEC2025011800001), Telephone No. (0122551164), Total Pax (1 Pax), Amount (RM 100.00), and Email (ssm@ssm.gov.my). Below this is a 'PARTICIPANT LIST' section with a search bar and a table with columns: No., Name, Ic Number, Email, Telephone No., Amount, Action, and Download Certificate. One participant is listed: 1, FARUQA BINTI DAUD, 880230466504, faruqa@reda.ubt@gmail.com, 0122339885, 100.0, and a download icon. It says 'Showing 1 to 1 of 1 entries'. At the bottom, there are buttons for 'Download Confirmation Slip' and 'Back'.

# Lihat / Cetak Resit Rasmi

13

Pengguna boleh melihat laporan transaksi pembayaran dan mencetak resit rasmi di 'Payment Transaction'.

The screenshot shows the SSM portal interface. At the top, there are logos for the Malaysian government and SSM (Suruhanjaya Syarikat Malaysia). The navigation menu includes 'Home', 'Services' (highlighted in red), 'Programmes By Topics', 'Speakers', and 'Contact Us'. The user is logged in as 'XXXXXXXXXXXXX' with a 'Verified' status. The main content area is titled 'Payment Transaction' and contains several sections: 'MYTRAY' with links like 'Training List', 'Payment Transaction' (highlighted in red), 'Request For SSM Speaker List', 'Certificate Orders', and 'QUICK LINK' with links like 'FAQ e-COMTRAC', 'Terms and Conditions', 'User Manual e-COMTRAC', 'User Manual Download Certificate', and 'User Manual Purchase of Certificate'. There are also 'OTHERS' links like 'Request For SSM Speaker' and 'Purchase Certificate'. On the right, there is a date and time display 'January 2025 | 16 : 49 : 34' and a 'Date To' input field. A red arrow points to the 'App Ref No' input field.

The screenshot shows the SSM portal interface with a search bar and a table of payment transactions. The search bar contains the text 'KANEZIN A/L RAMASAMY' and the user is logged in as 'Verified'. The table has the following columns: Request No, Request Date, Transaction ID, Approval Code, Receipt No, Payment Mode, Credit Card No, Amount (RM), Payer Name, Payer ID, Status, and Action. The first row shows a transaction with Request No 1, Request Date 16/10/2024 04:20:10 PM, Transaction ID E2024101603670, Receipt No EB20241016002885, Payment Mode DD, Credit Card No FFXD, Amount (RM) 350.00, Payer Name DSKY MANAGEMENT SDN BHD, Payer ID 834224- T, and Status SUCCESS. The 'Action' column has a red box around the eye icon.

Request No	Request Date	Transaction ID	Approval Code	Receipt No	Payment Mode	Credit Card No	Amount (RM)	Payer Name	Payer ID	Status	Action
1	16/10/2024 04:20:10 PM	E2024101603670		EB20241016002885	DD	FPXD	350.00	DSKY MANAGEMENT SDN BHD	834224- T	SUCCESS	

# Lihat / Cetak Resit Rasmi

14

**OFFICIAL RECEIPT**

**SURUHANJAYA SYARIKAT MALAYSIA**  
MENARA SSM@SENTRAL, No 7 Jalan Stesen Sentral 5 Kuala Lumpur Sentral,  
50623 Kuala Lumpur.  
Tel:+603 2299 4400 Email: [enquiry@ssm.com.my](mailto:enquiry@ssm.com.my) Website:  
[www.ssm.com.my](http://www.ssm.com.my)

**DSKY MANAGEMENT SDN BHD**  
834224-T  
SUITE 6.01 LEVEL 6 WISMA PARADISE NO. 63 JALAN AMPANG  
50450 KUALA LUMPUR

Receipt No : EB20241016002885  
Reference No. : CP2024101600083  
Payment : FPXD

**Table 1: Request Entries**

No	Request Date	Trans ID
1	16/10/2024 04:20:10 PM	E2024

Showing 1 to 1 of 1 entries

**Table 2: Payer Details**

Payer ID	Status
834224-T	SUCCESS

Download Excel

# Pendaftaran Akaun Pengguna (MyKAD / MyPR / MyKAS / MyTentera)

Nota: Jika anda merupakan pengguna SSM4U sedia ada, anda boleh mengabaikan langkah ini

- 01 Layari <https://www.ssm4u.com.my/>
- 02 Klik 'Daftar Sekarang'
- 03 Isi nama, alamat e-mel, nombor pengenalan dan Jenis ID (MyKAD, MyPR, MyKAS atau MyTentera).
- 04 Klik 'Proceed'.
- 05 Halaman '*User Profile Registration*' akan dipaparkan. Pengguna dikehendaki mencipta kata laluan dan mengisi maklumat yang diperlukan.
- 06 Tandakan  pada terma & syarat
- 07 Klik '*Register*' dan kemudian klik 'OK' untuk menghantar pendaftaran.
- 08 Mesej '*Registration Success*' akan dipaparkan pada skrin.
- 09 Pengguna akan menerima e-mel pengesahan untuk mengesahkan alamat e-mel yang telah didaftarkan.
- 10 Masukkan ID pengguna dan kata laluan anda pada ruangan yang disediakan untuk mengakses portal SSM4U.

# Pendaftaran Akaun bagi Pengguna Bukan Warganegara

Nota: Jika anda merupakan pengguna SSM4U sedia ada, anda boleh mengabaikan langkah ini

- 01 Layari <https://www.ssm4u.com.my/>
- 02 Klik 'Daftar Sekarang'
- 03 Isi nama, alamat e-mel, nombor *Foreigner National ID* dan pilih '*Foreigner National ID*' sebagai jenis ID.
- 04 Klik 'Proceed'.
- 05 Halaman '*User Profile Registration*' akan dipaparkan. Pengguna dikehendaki mencipta kata laluan dan mengisi maklumat yang diperlukan.
- 06 Tandakan  pada terma & syarat.
- 07 Klik '*Register*' and kemudian klik 'Ok' untuk menghantar pendaftaran.
- 08 Mesej '*Registration Success*' akan dipaparkan pada skrin.
- 09 Pengguna akan menerima e-mel pengesahan untuk mengesahkan alamat e-mel yang telah didaftarkan.
- 10 Masukkan ID pengguna dan kata laluan anda pada ruangan yang disediakan untuk mengakses portal SSM4U.

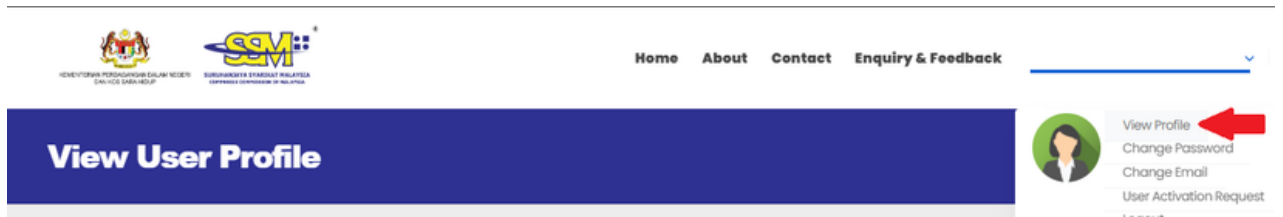
# Lupa Kata Laluan

- 01 Layari <https://www.ssm4u.com.my/>
- 02 Klik '*Forgot Password*' di halaman log masuk.
- 03 Masukkan '*ID Type*' dan nombor kad pengenalan.
- 04 Emel '*Forgot Password*' akan dihantar ke alamat e-mel yang telah didaftarkan.
- 05 Klik pautan yang disertakan dalam e-mel tersebut untuk menetapkan semula kata laluan anda.
- 06 Halaman '*Forgot Password*' akan dipaparkan.
- 07 Isi maklumat yang diperlukan dan klik '*Submit*' untuk melengkapkan proses penetapan semula kata laluan.
- 08 Pengguna boleh log masuk ke SSM4U menggunakan kata laluan baharu.

# Kemaskini Profil Pengguna

01 Layari <https://www.ssm4u.com.my/>

02 Log masuk ke portal SSM4U, klik pada 'Username' dan pilih 'View Profile'.



03 Klik 'Edit User Profile' untuk mengemas kini maklumat.

04 Sistem **tidak membenarkan** pengguna mengemas kini maklumat berikut:

- Name;
- ID Type;
- ID Number; dan
- Citizenship

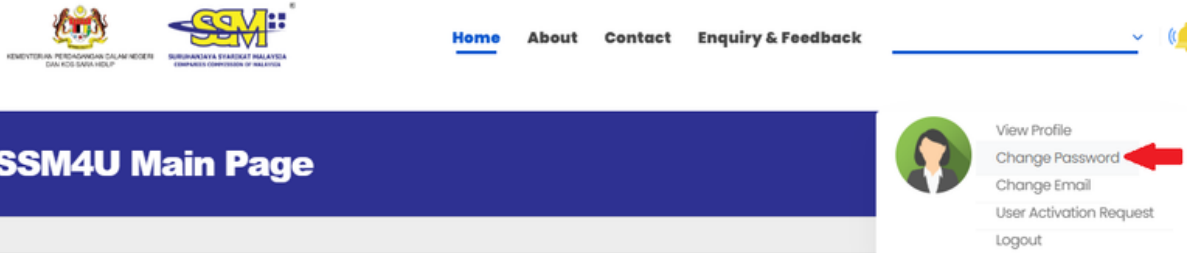
05 Tandakan ✓ untuk bersetuju dengan Pengisytiharan dan klik 'Update User Profile' untuk menyimpan maklumat.

06 Klik 'Ok' untuk menghantar perubahan.

# Tukar Kata Laluan

01 Layari <https://www.ssm4u.com.my/>

02 Log masuk ke portal SSM4U, klik pada Nama Pengguna dan pilih "Tukar Kata Laluan".



03 Halaman "Tukar Kata Laluan" akan dipaparkan.

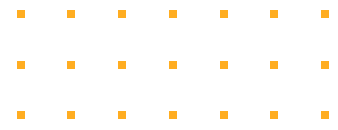
04 Masukkan kata laluan semasa dan kata laluan baharu, kemudian klik "Hantar".

05 Mesej 'Password Change Success' akan dipaparkan pada skrin

## Change Password

- Password Change Success

# Hubungi Kami



@SSMOFFICIALPAGE

-  03-2299 5335
-  comtrac@ssm.com.my
-  Complaints & Feedback
-  SSM Chat / SSM Live Chat
-  [www.ssm.com.my](http://www.ssm.com.my)

